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Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Director of Training

DATE: 4 September 1958

FROM : Deputy Registrar/TR

SUBJECT: Weekly Activity Report No. 35
27 August - 2 September 1958Document No. 9NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS S

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 09 MAR 1978 By: I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. Administrative arrangements were completed and a final briefing conducted for Messrs. prior to their departure for the Harvard Advanced Management Course.

Deputy CIA Librarian, and Mrs. Reference Branch, and Training Officer for the CIA Library, have requested an opportunity to discuss certain of their component's activities which they feel merit accreditation as training under the provisions of CIA Regulation . We plan to meet with Mr. next week to review and advise on the training questions they have in mind.

3. Through our contacts at the National War College and the Industrial College of the Armed Forces, we were able to obtain the honoraria and per diem granted by the respective schools to visiting lecturers. These facts were passed on to

4. A Training Guide prepared by OCR for its Machine Personnel was submitted to , Intelligence School, for review and "approval". and Chief, Standards Branch, have discussed the Guide at some length. It is agreed that will give advice to OCR with respect to entries in the Guide which pertain to OTR-conducted training. There still remains the requirement for an OTR review and evaluation of the program in toto in terms of completeness, practicability, training standards, and consonance with established policies. We will undertake this requirement.

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5. We are establishing an individual folder for each JOT entering the October program. This folder, containing a copy of the green sheet and a photograph, will be issued to the initial instructor and it is proposed that it be passed along as the JOT goes through the various phases of the program. A question has arisen as to whether this folder should include evaluations. The JOT people have indicated, on the basis of the possibility of pre-judgment by instructors, a strong objection to evaluations being passed in these folders. Others have also expressed this opinion. The answer to this particular question, plus others concerning the use of the folder should be determined before the program begins.

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6. [] Office of Personnel, met with [] to obtain his advice and assistance in preparing the prospectus, description and outline of a proposed Personnel Officer Training course. The course is being designed as a full-time formal two-week program for middle to senior graded Personnel Officers. It will provide fairly thorough review and refresher type coverage of all significant functions performed within the Office of Personnel. In addition to enabling specialists within the personnel field to keep current on OP functions across the board, the course should be especially valuable in preparing individuals for assignment as Personnel Officers outside the Office of Personnel.

7. The Cable Secretariat has been asked by its counterpart in State Department, the Telegraph and Records Division, to make available to the latter the results of its considerable experience in the selection and training of personnel to become Cable Analysts. The assistance sought ranges from briefings on training philosophy and doctrine by the Cable Secretary to sterilized adaptations of the course description and outline, lesson plans and instructional guides, and specific content material used in the Cable Analyst Training Program.

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The Cable Secretary is quite willing to give all possible aid to the State Department unit. [] Deputy Cable Secretary, has requested guidance from OTR as to steps he should take, both informal and formal, to have this project properly established and recognized as an authorized activity. He was assured that OTR advice and support would be forthcoming and that a conference would be arranged soon to consider the proposed transaction in detail.

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25X1 8. From time to time I would like to provide some "work-load" figures as a reflection of the quantity of the services performed by this Staff. For example, a primary function of our is to provide information concerning the training records of individuals. During the month of August we answered inquiries concerning the training records of approximately 400 people.

9. We are looking forward to R/TR's return on Monday.

10. During the week 27 August - 2 September 1958, there were 145 persons enrolled in OTR conducted courses. The breakdown for enrollment is as follows:

30 enrolled in 7 classes (5 languages) during hours

24 enrolled in 3 Intelligence School courses

18 enrolled in 2 SIC courses

48 enrolled in 2 Operations School courses

25 enrolled in 1 area course

